

WDC Publication Section

20 December 1946

SUBJECT: Additional Personnel for WDC Publication Section

TO : Personnel Officer, WDC

1. Publication Section now has assigned personnel numbering [] of a total T/O varying []

2. It is presumed that early efforts will be made to fill the entire WDC T/O with additional civilian personnel.

3. Assignment of Publication Section personnel at present:

[] typists
[] draftsmen
[] proofreaders
[] reproduction assistants
[] administrative assistant (also acts as proofreader and typist)
[] section chief

4. Inspection of Publication Section by [] on 18 Dec 1946 and subsequent conference concerning this section's work resulted as follows:

a. Important future publications may warrant straight lithograph reproduction throughout with better than customary covers and binding.

This would require that all text material be varityped rather than stenciled.

b. Publication Section now has one (1) varitypist.

5. In view of the above, it is recommended upon advice of [] that:

a. Varitypists (who are also straight typists) be requisitioned among those required for Publication Section in filling the T/O.

b. That personnel now in Publication Section, and who will be retained permanently either as enlisted women or civilians in the future, be sent to the local varityping school via CIG arrangement.

6. A mechanical checkup on our varitype machines has already been ordered.



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Publications, Chief